

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB03-90

Date: June 15, 2004

Expiration Date: 6/30/05

69:128:jp:8372

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: LWIA ADVISORY COMMITTEE CONFERENCE CALL MINUTES—
MAY 21, 2004

The minutes and revised agenda from the Local Workforce Investment Area (LWIA) Advisory Committee conference call on Friday, May 21, 2004, are attached for your review and information. Please ensure that the minutes are provided to the appropriate staff.

If you have any questions regarding the minutes, please contact James Scholl at (916) 657-4610.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division

Attachments

LOCAL WORKFORCE INVESTMENT AREA ADVISORY COMMITTEE CONFERENCE CALL

Friday, May 21, 2004

Agenda

10 a.m.	Welcome / Hot Topics	Bill Burke, Workforce Development Branch (WDB)
	California Workforce Investment Board (State Board) Update	David Militzer, State Board
	Quarterly Workforce Indicators Web Tool	Phil Hardiman, LMID
	Soft Exits	Liz Clingman, Workforce Investment Division (WID)
	Performance	Liz Clingman, WID
	Expansion of Disability Program Navigator Program	Linda Rogaski, WDB
	Open Discussion	Bill Burke / All
	Adjourn	

LOCAL WORKFORCE INVESTMENT AREA ADVISORY COMMITTEE CONFERENCE CALL MINUTES

Friday, May 21, 2004

Welcome/Hot Topics—Bill Burke, Workforce Development Branch (WDB)

- Staff Redirection—The Workforce Development Branch (WDB), Workforce Investment Division (WID), is still in the process of redirecting as many as 20 staff to other Branches within the Employment Development Department (EDD). In light of the reduction in staff, WDB is doing everything possible not to reduce the level of service provided to the Local Workforce Investment Areas (LWIA).
- SQL Assist Tool—Details regarding the removal of the Sequel Query Language (SQL) Assist tool from the Job Training Automation (JTA) system were released in Workforce Investment Act (WIA) Information Bulletin [WIAB03-86](#), *Informix Database Conversion*, dated May 21, 2004. On June 5, 2004, the SQL Assist will be removed from the system because the Informix Database must be upgraded, and the new database version and SQL Assist are not compatible. Because the newly published Microsoft (MS) SQL Reporting tool is available to the State at a very low cost and provides the majority of the software functions needed, a decision was made at the State level to replace SQL Assist with MS SQL Reporting. Microsoft plans to add an ad hoc reporting tool to MS SQL Reporting sometime in calendar year 2005.

In the interim, the WID's JTA Help Desk staff is working with those LWIAs currently using SQL Assist to develop alternative approaches for extracting the needed data from the system. Also, EDD, with the assistance of the LWIA Administrators, will select a workgroup of LWIA Management Information System staff to create a system of parameterized reports that can be run by the LWIAs on an ad hoc basis.

- ETP Pilot Referral Program—Currently, the Employment Training Panel's (ETP) funded training contractors are using mass mailing to Unemployment Insurance recipients to solicit clients for their classes. This practice is inefficient and costly, and the system that produces the mailings will require modification if it is continued beyond September of this year.

The LWIAs in Alameda, Orange, Riverside, and San Diego counties, will be asked to participate in a pilot referral program to utilize their One-Stop system as the source of the referrals. This would expand LWIAs access to additional training resources.

An Advisory member asked if there was also ETP funding available to the LWIAs for reimbursement of the cost associated with the referral and any supportive services

for those participants. Funding beyond the training costs is not included at this point. The pilots are being conducted to determine what is necessary to make the referral process work.

- **DOL Final Report**—The Department of Labor (DOL) stated that the Final Report of 2004 Monitoring of the State and LWIAs for WIA Compliance would be submitted to EDD on or about May 21. The WDB has not received the report thus far. The findings will be forwarded to the LWIAs involved. A letter was sent to the LWIAs saying that EDD will help them through corrective action technical assistance, as necessary.
- **NEG Report**—The Technical and Transportation National Emergency Grants (NEG) are currently operating from the first increment of funding. On May 17, the Director of EDD submitted paperwork to DOL to request the second increment on both of those grants. On the Wild Fires grant, the State is currently operating from the first increment of funding. The EDD director has requested the second increment of that program, \$8 million, which takes the Wild Fires up to \$12 million. The State has also requested an additional \$9.2 million to satisfy additional work requirements and emergency crew requirements under the Wild Fire grant. The State has informed DOL that an additional \$5 million will be requested for employment and training services to Wild Fire grant participants once the emergency and temporary jobs terminate. The State is hopeful that if the national office approves these grants as submitted and requested, the funds can be put into subgrants before the July 1 period.
- **California Workforce Investment Board (State Board) Update**—David Militzer, State Board. David Militzer briefed on the following four action items approved at the Tuesday, May 18, 2004, State Board Meeting.

Agenda Item 3—Governor's 15 Percent Discretionary Funds Policy. The State Board approved the three proposed priority areas for the WIA Governor's 15 Percent Discretionary Fund beginning Program Year 2004-05. In addition to continuing to fund multiple year projects where there are existing commitments, the Administration has identified three major areas for usage of the WIA Governor's 15 Percent Discretionary funding. They are:

1. Development and support of projects that produce high wage, high skilled, stable jobs, and provide the greatest opportunity for job growth.
2. Development and support of projects in industries where there is a statewide need for workers.
3. Development and support of projects that remove barriers to employment for special needs populations.

Agenda Item 4—The State Board adopted the Dislocated Worker 25 Percent funding policy, which includes the following four components:

1. Dislocated Worker 25 Percent Set-Aside. Approved the State set-aside 25 percent of the dislocated worker funding for California's Rapid Response system and for additional assistance to dislocated workers in the local areas. Further approved that one-half of the dislocated worker 25 percent set-aside be reserved for Rapid Response activities and one-half reserved for additional assistance to local areas as permitted under the WIA.
2. Definition of the Role of the Rapid Response System. The State Board defined the role of the Rapid Response system. The details of the definition can be found in WIA Information Bulletin [WIAB03-80](#), *Rapid Response Policy—Input Requested*, dated April 20, 2004.
3. Rapid Response System Funding Allocation. The State Board divide the Rapid Response funds in three parts and allocate using the following three methodologies:
 - Baseline funding to each local area for the coordination of Rapid Response activities. This category will ensure funding, at minimum, for a Rapid Response coordinator in each local area. In areas with minimal dislocation events, the funding will allow for capacity building particularly in rural areas.
 - Layoff-based funding for LWIAs that serve regions where significant numbers of dislocation events occur based on quantitative data. This category will ensure California meets WIA requirements to provide services to assist groups of workers affected by mass layoffs, permanent business closures, and natural or other disasters.
 - Competitive funding for projects proposed by LWIAs that submit grants according to the Rapid Response priorities recommended by the State Board and adopted by the Governor.

Agenda Item 5—Policy Development for Changes/Modifications to Existing Area Designations. The State Board will develop policy that will:

1. Define the purview of the State Board regarding proposed changed to LWIAs,
2. Establish provisions or guidelines for assessing such proposed changes, and
3. Provide direction and guidance to LWIAs that are seeking to integrate or modify their existing boundaries.

Agenda Item 6—WIA Incentive Policy. The State Board approved a modification of the current percentage split of the Incentive Award Policy as follows:

1. Allocate 70 percent of the available WIA Incentive Award funds for Exemplary Performance awards. The Local Workforce Investment Boards (LWIB) that meet their negotiated performance indicators in each of the four client groups (adults, dislocated workers, older youth, and younger youth) will receive a full incentive award or partial award depending the outcomes achieved.
2. Remove the weighted percentage allocations and evenly distribute the awards across the four client groups to an even 25 percent distribution per category.
3. Allocate 30 percent of available Incentive Award funds for regional collaboration or local coordination. Awards will be provided to LWIBs that can demonstrate successful regional collaboration efforts among local boards or local coordination efforts within its LWIAs.

For additional background and details of the adopted action items, please see the State Board Web Page at www.calwia.org.

Quarterly Workforce Indicators Web Tool—Phil Hardiman, LMID. The Quarterly Workforce Indicators derive from a partnership the Labor Market Information Division (LMID) established with the Census Bureau approximately four years ago. The LMID shared data with the Census Bureau from EDD's Data Services, principally Wage Records and the Employer Data. The Census Bureau has matched those data to demographics from the Social Security Administration and with residence and other location information from the Internal Revenue Service file, and has done a tremendous amount of data cleaning and processing to produce the Quarterly Workforce Indicators.

There are a total of 29 different indicators that are quarterly, that are broken out geographically by the LWIBs, the local statistical areas, and by county. They are further broken out by industry, and within industry, the various demographic categories providing age breakouts as well as gender breakouts. These data are now available over the Web through 2001, fourth quarter.

On the Web there are only eight of the 29 possible Indicators. In LMID, the data is in spreadsheet form that encompasses all 29 Indicators and has more detail. If a LWIA would like additional information, please contact Phil Hardiman at (916) 262-2222.

Soft Exits—Liz Clingman, WID. The Training and Employment Guidance Letter (TEGL) 7-99, states, "A client must be exited from the system 90 days after receipt of no service." The guidance from DOL also says, "Should a client go 90 days without any service . . . , the exit date reverts back to last date of service." The EDD has been reviewing local area compliance with this requirement. Currently, approximately 14 percent of records have not been properly exited. Liz Clingman asked for the Advisory Committee members' opinion on how and when we should implement an edit on JTA to force the proper exit of all clients. The WID staff is recommending that a JTA edit check be put in place automatically exiting all clients that reach a 150-day threshold

without a recorded service. That is to say, “a client goes 150 days from the last day of service without any recorded activity or an exit, the State will exit that client.” In order to reverse that exit in that case, the local area will have to contact staff in the WID Performance Management Unit. A very strong case will need to be made to reopen a record.

If the State were to earn an Incentive Award without properly accounting for required “soft exits”, the States’ eligibility for the award could be questioned because the data basis for the award is invalid.

The Advisory Committee recommended that WID implement the required checks this Program Year (PY) in order to properly close all records. Liz Clingman agreed to have further discussion in Sacramento and provide a final action plan to the LWIA Administrators for discussion at the California Workforce Association meeting on June 3, 2004.

Performance—Liz Clingman, WID. The State is looking at renegotiating several of the PY 2003-04 performance goals with DOL and will not publish final local numbers until that negotiation is complete.

Expansion of Disability Program Navigator Program—Linda Rogaski, WDB. Due to time restraints, this item will be held over to the next LWIA Advisory Committee conference call.